

TOWN OF MERRIMACK PLANNING BOARD

APPLICATION FOR SUBDIVISION REVIEW

These forms should be used for all applications for approval of subdivisions of land for residential or nonresidential purposes including minor subdivisions; for lot line or boundary adjustments; consolidation plans; Planned Unit/Residential Developments (PUD/PRDs); street plats; condominium conveyances; and for all preliminary layouts and conceptual reviews for such proposals. Please fill out all portions of each of the following sections and sign the application form where indicated. If any section or portion of a section is not applicable, please write NA in the appropriate space. To avoid delays in processing the application, please submit all required attachments and fees with the completed application. If you need assistance, please contact the Community Development Department at (603) 424-3531.

General Information

Name of Plan: _____

Type of Submission: _____ Conceptual _____ Final
(i.e. subdivision, minor subdivision, lot line adjustment, etc.)

Proposed Use: _____
(i.e. Single-family, cluster, multi-family, commercial, industrial)

Location: _____ Tax Map Parcel _____

Zoning District: _____ Sewerage Disposal: _____ Public Sewer _____ On-Site Septic

Number of Lots/Units: _____ Water Supply: _____ Public Water _____ On-Site Well

Is any portion of the property located in the Aquifer Conservation District? _____ Yes _____ No

Is any portion of the property located in a Wellhead Protection Area? _____ Yes _____ No

Is any portion of the property located in the 100 year Flood Hazard area? _____ Yes _____ No

Is any portion of the property located in the 500 Year Flood Hazard area? _____ Yes _____ No

Is any portion of the property located within the Regulatory Floodway? _____ Yes _____ No

Applicant Information

Owner Information

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone # _____ Fax # _____	Phone # _____ Fax # _____
Contact Name: _____ please print	Contact Name: _____ please print
E-mail: _____	E-mail: _____

Licensed Land Surveyor	Professional Engineer (if any)
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone # _____ Fax # _____	Phone # _____ Fax # _____
E-mail _____	E-mail _____

Legal Counsel (if any)	Other Consultant (if any)
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone # _____ Fax # _____	Phone # _____ Fax # _____
E-mail _____	E-mail _____

Attachments
<p>The following materials must be submitted to the Community Development Department along with the completed application form:</p> <ol style="list-style-type: none"> 1. Seven 22" x 34" <i>complete</i> sets of plans (see Town of Merrimack Subdivision Regulations). 2. One mylar wash-off for recording purpose at Hillsborough County Registry of Deeds. 3. One Diazo for Town Records. 4. One 11" x 17" or 8½" x 11" copy of plan. 5. Three copies of any required drainage, traffic or fiscal impact studies (see Regulations). 6. Abutters list including the property owner, applicant and any surveyor or engineer whose name appears on the plans. 7. Four sets of abutters address labels. 8. Brief written description of plan or proposal. 9. All required fees (see attached fee schedule). 10. Authorization forms as required (see attached). <p>Note: Additional plans, studies and materials may be required after review of the completed application as determined by town staff and/or the Planning Board. Additional fees may be required for engineering reviews and other outside studies, reviews or consultants.</p>

Signature of Applicant

Date

Signature of Co-applicant

Date

Authorization to Enter Upon Subject Property

I/we hereby give permission for the members of the Merrimack Planning Board, their agents, employees and assigns, and any employees of the Merrimack Community Development Department to enter upon the property which is the subject of this application at any reasonable time for the purpose of conducting such surveys, tests, studies inspections or examinations as may be appropriate to enable this application to be processed and I/we hereby waive and release any claim or right I/we may now or hereafter possess against the Town, any Planning Board member or their agents, employees or assigns, that arises or may arise as the result of any such surveys, tests, studies, inspections or examinations conducted on my/our property in connection with this application.

Signature of Owner

Date

Signature of Co-Owner

Date

Authorization for Applicant Other Than Owner

I/we, the undersigned owner(s) of the property that is the subject of this application, hereby certify that I/we have read and understand the information contained in the completed application form of which this statement is a part, that information provided herein is true and accurate to the best of my knowledge and belief, and I/we do hereby authorize the following applicant(s) to apply for all permits, licenses and approvals necessary to process this application.

Printed Name of Applicant

Printed Name of Co-applicant

Signature of Owner

Date

Signature of Co-Owner

Date

ABUTTER NOTIFICATION

Please be advised that, per RSA 676:4 (I)(d), the Planning Board is required to notify the following parties by certified mail - mailed at least ten (10) days prior to the date of the meeting at which an item is to be discussed:

- 1) Applicant;
- 2) Abutters*;
- 3) Holders of conservation, preservation, or agricultural preservation restrictions;
- 4) Every engineer, architect, land surveyor or soil scientist whose professional seal appears on the plan.

*Abutters are required to be "as indicated in the town assessing records not more than 5 days before the day of filing", per RSA 676:4 (I)(b) (Please see attached certification).

Definition of "Abutter" (RSA 672:3): Any person whose property is located in New Hampshire and **adjoins** or is **directly across the street or stream** from the land under consideration by the local land use board. In the case of an abutting property being under a **condominium** or other collective form of ownership, the term "abutter" means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. In the case of an abutting property being under a **manufactured housing park** form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

In order for us to properly comply with the statutory requirements for Planning Board notices, the Applicant needs to provide us with information for all of the above-mentioned parties, and provide payment for us to cover the costs of notice. Failure to do so will constitute sufficient reason for the application to be denied as "Incomplete".

A sample format for compiling/submitting this information is on the reverse.

ABUTTERS TO BE NOTIFIED

Please sign and submit the following certification:

I hereby certify that the attached abutter information is as indicated in the Town of Merrimack Assessor's records as of _____, 20__.

(date)

(Signature)

(Print name)

Please Utilize Below Format for Compiling/Submitting Abutter Information

Abutter 1
Abutter 1 Address
City State Zip

Abutter 2
Abutter 2 Address
City State Zip

Etc.

OTHER PARTIES TO NOTIFY *(include all that apply)*

Applicant
Applicant's Address
City State Zip

Owner (if different from Applicant)
Owner's Address
City State Zip

Engineer
Engineer's Address
City State Zip

Architect
Architect's Address
City State Zip

Land Surveyor
Land Surveyor's Address
City State Zip

Soil Scientist
Soil Scientist's Address
City State Zip

Also list, individually, any holders of any conservation, preservation, or agricultural preservation restrictions that apply to the subject property.

IMPORTANT: Attach four (4) sets of mailing labels for all parties identified above.

FINAL SUBDIVISION PLAN SUBMISSION REVIEW CHECKLIST

Subdivision Name: _____

Date: _____

Location: _____

Tax ID: Map(s) / Parcel(s)

Zoning: _____

(List all Districts that apply)

PLEASE NOTE:

The Planning Board's consideration of a Final Subdivision Plan requires the Applicant's submission of a Completed Application [§4.06]. A completed application shall consist of:

- All data required for the Preliminary Plan [see §4.05] (See Preliminary Plan Checklist)
- Final Plat data [see §4.06.1]
- Road Plan and Profile data [see §4.06.2]
- Final Topographic Plan data [see §4.06.3]
- Legal Data, as required by the Planning Board [under §4.09]
- An Assessor's Plat [as required by §4.06.4]

The information submitted for the Final Subdivision Plan shall be consistent with the Preliminary Layout and shall comply with the following [§4.06.1]:

- Be submitted on two (2) originals (one wash-off and one mylar) and seven (7) paper copies.
- Be on sheet(s) size(d): (8-1/2" x 11") , (11" x 17") , (17" x 22") or, (22" x 34")
- Plans shall be at a scale of 1 inch = not less than 50 feet and not more than 100 feet.

However, and given the above intent, the Final Subdivision Plan shall show the following, to the extent that they are relevant to the Planning Board's consideration of the Applicant's proposal for approval.

Please indicate below, the items submitted and/or their applicability to the Planning Board's consideration of this Final Subdivision Plan:

Y	N	N/A		Explanation	Waiver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Completed application forms (complete & legible)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Owners' Authorization to enter upon subject parcel	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contact information for Owner, Subdivider, Surveyor, Engineer, and/or other Consultants	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Certified list of Abutters (see Instruction sheet)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		All fees paid in full	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is this a Minor Subdivision? (See §2.26, §3.03(e)1, and §4.07)	<input type="checkbox"/>

Section 4.06.1 - FINAL PLAT					
Y	N	N/A	§		
				Explanation	Waiver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a)	Final proposed lot lines, streets, open space, drainage courses, and easements running with the land Including:	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Seal and certification of NH Licensed Surveyor	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Surveyor's Statement regarding maximum Error of Closure of 1:10,000	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Distances shown to the nearest 100 th foot	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Bearings shown to the nearest ten seconds (10")	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are completed Boundary Computations (Closure Calculations) available upon request?	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b)	Boundary descriptions for all proposed streets, rights-of-way (ROWs), and easements Including:	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		ROW, pavement, and/or easement widths	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Stationing (as appropriate)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Radius and curve data	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c)	Lot Dimensions (to the nearest 100 th foot) and areas in square feet and acres (to the nearest 1000 th acre)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Proposed tax parcel numbering Format: Map# / Parcel# - Sub(divided) Parcel#	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d)	Easement locations (accurate) for all proposed on-/off-site easements	<input type="checkbox"/>
			e)	<i>Reserved</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f)	Engineer's (NH Licensed) statement/plans indicating work required to bring existing streets up to minimum required standards	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g)	Street Names for existing and proposed streets	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h)	Proposed house/street numbering	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i)	Locations of all Monuments "found", and "To Be Set" Note: Monumentation is required at all lot corners, points of curvature/tangency, and street intersections.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j)	Evidence of NHDOT Driveway/access permit (where applicable)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k)	The "Subdivision Regulations...are a part of this plat" statement. (See <u>Subdivision Regulations</u> , referenced section, for full text).	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	l)	Proposed sanitary sewerage (and computations)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Proposed storm water drainage (and computations)	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Proposed water supply		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Existing and/or abutting well locations within 100' of subject parcel		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	m)	Confirmation of available public water/sewer capacity		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n)	Abutting "subdivisions" identified (by Name/Title, HCRD Plan # and Bk/Pg#s)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	o)	Name/Seal/Signature of (NH Licensed) Land Surveyor and Engineer		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p)	Plan Notes (recommended, not required, groupings are):		<input type="checkbox"/>
				Town Related Notes		
				State Related Notes		
				County & Registry Related Notes		
				Engineering & Misc. Notes		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	q)	Designated snow storage areas (required for Cluster)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	r)	Paved pedestrian way, or sidewalk, locations (Required along all existing/proposed Collector streets providing lot/common area frontage)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	s)	"Private way" statement (for projects proposing any/all roads to remain in Private ownership)		<input type="checkbox"/>

Section 4.06.2 -				ROAD PLANS & PROFILES			
				Prepared at Scale(s): Horiz.: 1" = 50' Vert.: 1" = 5'			
				Showing:			
Y	N	N/A	§		Explanation	Waiver	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a)	Plan of all proposed streets including all intersecting streets within 300' from point of intersection		<input type="checkbox"/>	
			b)	For all proposed streets:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Station numbering		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Curve data (including radii)		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Street bounds		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Proposed pavement widths		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c)	Existing and proposed utility locations (water, sewer, gas, electric, telephone, cable)		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d)	Final road profiles & cross-sections, including:		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Stationing of all drain/sewer lines & structures		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rim & flow line elevations/pipe sizes/pipe Class		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e)	Proposed centerline grades		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Vertical curve data		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Existing contour data beyond the ROW		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Proposed grading/contours within the ROW		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Driveway culverts (where applicable)		<input type="checkbox"/>	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Location and width of all sidewalks/pedestrian ways		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f)	Plan and profile for any (cross-country) drainage easements (showing existing contours and proposed grading)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g)	Erosion and surface run-off control plans (controls to be employed during construction)		<input type="checkbox"/>

Section 4.06.3 - TOPOGRAPHIC PLAN				(same scale as final plat)		
Y	N	N/A	§		Explanation	Waiver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a)	Existing and proposed contours at 2-foot intervals		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		At least two (2) Benchmarks indicated on plans		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Surveyors statement/certification of actual field survey		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b)	Proposed finished grading for all drainage/storm run-off/erosion control structures (actual plans/details are preferred over "typical")		<input type="checkbox"/>

Section 4.06.4 - ASSESSOR'S PLAT				Final plan to the scale of applicable tax map, showing:		
Y	N	N/A	§		Explanation	Waiver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Subdivision name		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Location (relative to known points of reference)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lot dimensions and areas		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Tax map/parcel numbers for all lots		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Street names and street numbering		<input type="checkbox"/>

Section 4.09 - LEGAL DATA REQUIRED				(As applicable; and all subject to review by Counsel) All to be held in escrow until acceptance by BOS		
Y	N	N/A	§		Explanation	Waiver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a)	Deed/easement documents for conveying to the Town:		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Property proposed for public streets/open space/other public purpose		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Easements/ROWs over property proposed to remain in private ownership		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Drainage easements over other property (public or private)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b)	Bond Estimate for all proposed street, drainage, sewerage, and site improvements (DPW review and recommendation required prior to plan signing)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c)	Satisfactory evidence of Ownership		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d)	Satisfactory evidence of the availability of utilities (availability at no cost to the Town)		<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e)	Owner's statement of responsibility for maintenance & liability for all proposed public land and improvements until such are accepted by the Town		<input type="checkbox"/>
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Additional Reviewer Notes / Comments: